

Longmore Community Hall Booking Form



Please complete all sections and return by email or post to the address at the foot of the form.

I/We hereby apply for the let of the		*Main Hall / Small Hall / Kitchen / Room	
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Dates	Event Start/Finish Time	Setup/Clear Up Times

Setup/Clear up Times is when you need into the hall to prepare for your event

Purpose of the Let

Permission for the Sale of Excisable Liquor

Provisional
Booking

Confirmed
Booking

* Delete where applicable

I/We will confirm within 28 days of provisional booking being made

I/We agree to the Scale of Charges and to observe the Conditions of Let

Signature

Date

On behalf of

Contact Name

Telephone Number

Email Address

Account to be sent to: (Full Name and Address including Postcode)

Postcode		Charity Number	
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Completed Application form to be returned to:

Longmore Community Hall
Banff Road
Keith
AB55 5HA

Date

Confirmed

Or,

Email:

Tel Number for Enquiries:

longmorebookings@gmail.com

07707 001566

The above details will only be held and used for the purpose of your booking. At no time will they be passed to any third party.